

What's Up In Withholding



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Submission of Wage and Tax Information Via File Transfer Protocol

KRC offers File Transfer Protocol (FTP) to employers as an alternative method of submitting Annual Employee Wage and Tax Information (Form W-2s) for the 2000 tax year. Regulation 103 KAR 18:050, Section 5, requires employers doing business in Kentucky with 250 or more employees to magnetically or electronically report annual wage and tax information.

KRC is very excited about FTP because it not only streamlines the processing of the wage and tax information for us, but it offers an easy and secure way to meet the filing requirements for the employer. KRC has developed an FTP application, which is available on our web site at no cost. Using your internet browser, attach to <http://www.state.ky.us/agencies/revenue/ftpsoftware.htm> and follow the instructions to download your copy electronically.

You must request authorization on Form 42A808 to send annual wage and tax reports to KRC via FTP. KRC will then assign a personal identification number (PIN) and clarify FTP procedures.

For tax year 2000, the only acceptable form for transmitting wage reports via FTP is the "tape" layout. KRC cannot yet accept the diskette layout via FTP.

GENERAL INFORMATION ABOUT FTP

The underlying philosophy behind FTP is that the data is already being created electronically and rather than putting it on a cartridge or diskette and paying a third party deliverer, this information can be sent securely via FTP. Built-in edits in FTP will prevent errors that previously held up processing of the documents.

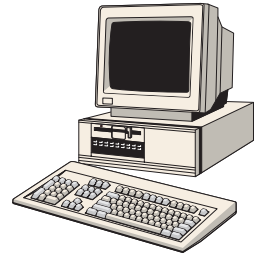
HOW FTP WORKS

KRC FTP supports and requires the same file layout as the Social Security Administration (SSA). FTP is hosted by transferring files using Transmission Control Protocol/Internet Protocol (TCP/IP) as a basis. This builds the foundation of peer-to-peer communications and allows communications between networks and computers regardless of the technologies implemented in each network.

KRC requires information about the employer's personal computer system, network, and contact information. Test FTP submissions and data formats **may** be necessary before production FTP transmission attempts.

Once the FTP electronic connection is made, the employer will place their file (the wage and tax report) on KRC's FTP server in an ASCII format. It is important to note that this FTP file layout is exactly the same as the layout required by cartridge and diskette media submission to KRC and SSA.

During the transfer, KRC will run validation routines and virus protection on all incoming data. After successful completion of the FTP session, KRC will notify the employer of the successful FTP and disconnect the employer.



On the reverse side is Form 42A808. Please complete and return to KRC to request authorization. If you have any questions about the application process or policy regarding FTP, contact Ingrid Chase at (502) 564-7287, ext. 4136, or Gary Fox at (502) 564-7287, ext. 4137.

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If you need additional technical information on how to get started with FTP, contact Bradley Carroll, Kentucky Revenue Cabinet, 200 Fair Oaks Lane, Station 27, Frankfort, KY 40602 or phone (502) 564-6033, ext. 4800; fax (502) 564-9571, or E-mail Brad.Carroll@mail.state.ky.us.

Hardware and Software Minimum Requirements

Hardware	CPU	486 mHz or greater
	RAM	Minimum of 16 MB
	Disk Space	5.7 MB
Software	Windows Operating System	Microsoft Windows NT, Windows 95, Windows 98
Internet Access	Browser	Microsoft Internet Explorer or Netscape Navigator

The employer or transmitter using FTP must use the FTP.exe software that is written and provided by KRC.

**Authorization to Submit Annual Employee
Wage and Tax Statements Via File Transfer Protocol****1. Name, address and Kentucky withholding tax account number of person, organization or firm requesting File Transfer Protocol (FTP)**

Business Name _____ FEIN* _____

Street Address _____ City/State/ZIP _____

2. Name, title and telephone number of contact person

Contact Name _____ Phone Number _____

Title _____ E-mail Address _____

3. Estimated number of employees to be reported via FTP _____**4. Identification of the type of equipment:** CPU _____ RAM _____

Operating System _____ Internet Browser _____

IP address (Go to DOS prompt, type IPCONFIG and hit <enter>) _____

Does your office have a Firewall? ☐ Yes ☐ No

What kind of E-mail network are you connecting through? _____

*Please submit the request to:***FTP Group**

Kentucky Revenue Cabinet
 Attn: Brad Carroll, Systems Consultant
 200 Fair Oaks, Station 27
 Frankfort, KY 40620
 Phone: (502) 564-6033, ext. 4800
 Fax: (502) 564-9571
 E-mail: Brad.Carroll@mail.state.ky.us

*If more than one FEIN is involved, please use the FEIN of the submitting/transmitting entity.

Please Note: It is important to get your system/network administrator involved immediately to ensure that you have the proper FTP capabilities. KRC provides software, but there are often limitations in your system or network. Please work with your system/network administrator early to ensure your success!